



National Organizer & Policy Manager Job Description

National CAPACD seeking a National Organizer and Policy Manager to lead our work in addressing displacement in Asian American and Pacific Islander Communities.

Organizational Background:

The mission of the National Coalition for Asian Pacific American Community Development (National CAPACD) is to improve the quality of life for low-income Asian Americans and Pacific Islanders (AAPIs). We are a coalition of more than 100 community-based organizations spanning 19 states and the Pacific Islands. Collectively, the coalition improves the lives of over two million AAPIs who live in poverty by providing voice, tools, and shared knowledge to drive change. The coalition focuses on promoting economic vitality, civic and political participation, and racial equity through a broad range of strategies, from community organizing to financial services to the creation of affordable housing and community institutions.

Overview:

National CAPACD seeks a dynamic and committed individual for the position of National Organizer and Policy Manager (Policy Manager). This is a full-time position based in our Washington, DC office. Through this position, National CAPACD seeks to support our members' efforts to empower low-income AAPI communities and to advance housing and community development policies which serve low-income AAPIs. The Policy Manager will engage our membership on national-level housing and community development policy issues and to mobilize our coalition toward collective advocacy and action.

More specifically, the Policy Manager will be the lead staff in a national campaign to fight displacement of low-income AAPI residents and small businesses from urban neighborhoods where rents are rapidly rising. This campaign, #OurNeighborhoods, will build upon National CAPACD and the Council for Native Hawaiian Advancement's recently released joint report, "Asian American and Pacific Islander Anti-Displacement Strategies," and seeks to advance federal policies that support local and regional efforts to prevent displacement. The Policy Manager will engage with members, partners and federal agencies to further investigate and frame potential solutions with policy makers. In addition, this individual will lead an awareness campaign in partnership with local member organizations to call attention to issues of displacement and gentrification in AAPI communities.

The Policy Manager will report to the Director of Policy and join a dynamic team that works with our member organizations to develop timely and community-led campaigns that empower low-income AAPIs and advance National CAPACD's policy platform.

Roles and Responsibilities Include:

- Act as lead staff for the #OurNeighborhoods campaign with responsibilities including recruitment of members and allies; coordination of communications; convening meetings between National CAPACD, members, allies, and policy makers; and development of campaign materials;
- Support National CAPACD program staff in the coordination and facilitation of our Community in the Capital (CITC) leadership development program, working most closely with the cohort of CITC program participants who will focus on community development and community organizing issues (especially anti-displacement issues);
- Build and strengthen relationships with federal agencies, congressional offices and the White House as appropriate;

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
National Organizer & Policy Manager Job Description

- Develop knowledge and expertise, and track developing federal issues related to community development, housing, and community empowerment such that the Policy Manager can be a resource for member organizations;
- Cultivate relationships with member organizations who are leaders in the areas of community development and/or community organizing, and keeping such member organizations in the loop about National CAPACD's priority campaigns (e.g., #OurNeighborhoods) and other major activities (e.g., National CAPACD's annual convention);
- Develop policy briefs and other issue-based materials and resources for use by National CAPACD, our members, and allies in their advocacy efforts;
- Contribute to op-eds, blogs, articles, and other relevant media pieces on priority issues and educate the broader public about low-income AAPIs;
- Contribute to member communications efforts including newsletters, policy updates, etc., to highlight National CAPACD's work around community development and community empowerment issues and its broader policy agenda;
- Participation in the execution of local, regional, and national convenings.

Note: travel is required for this position.

Required Qualifications:

Bachelor's degree or equivalent experience; five years of experience in a non-profit or other related organization; working knowledge of issues facing low-income, immigrant, and Limited English Proficient (LEP) communities; previous experience with public policy advocacy, preferably on the federal level; strong written and oral communications; ability to represent the organization with external partners; excellent attention to detail and ability to prioritize and multi-task. If not currently based in the Washington, DC metro area, the applicant must be willing to relocate to the DC area.

Desired Qualifications:

Master's degree in urban planning, public policy, public administration, social work or related topics; experience with community development or community organizing around neighborhood preservation at a community-based organization; experience designing campaigns as part of a broader coalition; communications and media relations skills (i.e. crafting statements, policy briefs, press releases).

Compensation:

The National Organizer and Policy Manager is a full-time position based in Washington, DC. Annual salary range is \$55,000 - \$75,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance and 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to apply@nationalcapacd.org, with National Organizer and Policy Manager in the subject line.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. No calls, please.

9/12/2016